

ACCIDENT/ INCIDENT REPORT FORM

Office No: 020 7231 6005

Lead Instructor: _____
Support Instructor: _____

Time of Incident: _____
Date: _____
Place: _____

First Party:

Instructor/Trainee/Member of Public (delete whichever is not applicable)

Name: _____

Parents/next of kin contacted? **Y / N**

Name of person contacted: _____

Relationship to injured party: _____

Contact number: _____

Time of call: _____

School/Organization contacted? **Y / N**

Name of person contacted: _____

Time of call: _____

Second Party:

Name: _____ Address: _____

Car registration: _____

Description of vehicle: _____

Make/Model _____

Colour _____ Postcode: _____

Summary of events (What happened)

Witnesses:

Name	Telephone	Address

Instructors Name: _____

Date: _____

Signature: _____

For Cycle Training:

Name: _____

Date: _____

Signature: _____

Name of hospital: _____

Address: _____

Hospital tel. Number: _____

When do you have to fill in this form?

When an '**incident**' occurs. Even the dictionary definition is a bit vague on this one describing it as an 'unusual or unpleasant' event **or** an "unplanned event which causes, or has the potential to cause injury or damage".

The **report** form is headed "**accident/incident report**" to emphasise that reports of dangerous incidents, as well as injuries, are needed. As professional cycle trainers, we trust you to use your judgement as to what constitutes an incident.

As a guide, it is the policy of Cycle Training that the following are investigated:

- all reportable injuries;
- all injuries, however minor;
- any loss of or damage to equipment; and
- any incident which did not result in injury, damage or loss, but could have done in different circumstances ('near misses').

Cycle Training is responsible for ensuring, so far as reasonably practicable, that the arrangements exist for ensuring that all accidents, including incidents where injury or damage might have occurred, are investigated with the aim of preventing recurrence and reported to the Safety Adviser on the appropriate form.

Emergency procedure

In case of incident involving a trainee, another instructor or another member of the public

- ◆ The instructor(s) will quickly assess the situation to check that the hazard which affected the victim is not in imminent danger of affecting them or anyone else in the area.
- ◆ If working with a group of trainees, the instructor(s) will stop any trainee movement and if on the road get the trainees to dismount onto the pavement.
- ◆ One instructor will attend to the victim and decide if first aid is required, if an ambulance is required and if it is safe for the victim to be moved.
- ◆ If help is required the other instructor will go to the nearest phone (where no mobile phone is available) and call for an ambulance. If the instructor is working alone they will go for help unless a passer-by is prepared to.
- ◆ The instructor(s) must pay due attention to the state of trainees not involved in the incident to decide if they can ride back to the organisation, can walk or should be kept together to be collected by parents/carers. Instructors can phone the office to ask for help in making all these arrangements.
- ◆ If the incident results in serious injury i.e: fracture (other than to digits), amputation, dislocation of shoulder, hip, knee or spine, loss of sight, or any other injury leading to unconsciousness or requiring admittance to hospital for more than 24 hours, it will be reported to the Health and Safety Executive as soon as possible and a written report submitted within 10 days.
- ◆ It must be reported to the Appointed Person (Adrian Monk) as soon as possible and an incident report filled in as fully as possible.